

Proposal to Extend the Withdrawal Deadline to the Last Day of Classes

The proposal to extend the withdrawal deadline to the last day of classes was reviewed and supported by the following groups.

- Advising Leadership Team comprised of directors for academic college advising centers, director for athletics advising, director for Mane Connect, director for ODU Online, and advisors from the regional higher education centers
- Success Committee with subcommittees on Completion/Stop Outs/Time to Degree, First-Year Retention, and Sophomore Retention

Associate Deans from four colleges are members of one of these groups and reviewed the proposal. In addition, the proposal was reviewed by the Deans Council and the University Registrar, and there were no objections to the proposal going forward to the Faculty Senate.

Reasons for extending the deadline are as follows.

1. An extended withdraw deadline allows more time for instructors to provide grade feedback to students, such as midterm assessments.
2. An extended withdraw deadline allows students more time to make informed decisions by:
 - a. Having more grades to assess their progress in courses
 - b. Meeting with an advisor to discuss their options and decision about withdrawing
 - c. Consulting with a financial aid counselor on how withdrawing may impact their aid eligibility (e.g., SAP, VGAP, scholarships, etc.)
4. The process to request permission to withdraw after the deadline for a course is cumbersome and requires documentation of mitigating circumstances and multiple levels of approval (e.g., instructor, chair, and sometimes Dean if appealed).
 - a. An extended withdraw deadline would help to reduce these submitted requests, including reducing time spent by instructors and advisors addressing student inquiries about the process or helping them navigate the situation.
5. With pre-registration beginning at the end of March (resulting in many students consulting with their advisor and addressing any holds prior to their pre-registration Time Ticket), a withdraw deadline after pre-registration week would help to remove holds and barriers for students wanting to withdraw from a course. For example, if a student's holds have already addressed, then they have access to withdraw in Leo Online.
 - a. This would also help to reduce the manual withdraw requests to the Registrar's office when students have holds preventing withdrawing themselves in Leo Online.

- b. When students meet with their advisor to discuss pre-registration, this advising meeting also provides a good opportunity for students to discuss their academic progress and any concerns about whether to withdraw, resulting in students making more informed decisions.

In addition to changes proposed to extend the deadline to withdraw from classes, language reflecting current policy on tuition refunds has been added.

Policy for Dropping and Withdrawing From Classes

Dropping Classes

Prior to the start of and during the first 11 calendar days of the semester, a student may drop a course; during this period no grade will be assigned, no tuition will be due, and no record of the course will be entered on the student's permanent academic record. Please refer to www.odu.edu/registrar and click on the link to "Academic Calendar" for the dates to drop classes in courses not spanning the full semester.

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Classes are not dropped for non-attendance or non-payment.

Withdrawal from Classes

After the first 11 calendar days of the semester, a student may withdraw from any course through the last day of classes of a regular semester. Students who withdraw during the first week of the withdrawal period will receive a 50% tuition refund; there is no tuition refund for withdrawals after the first week. Please refer to www.odu.edu/registrar and click on the link to "Academic Calendar" for the dates to withdraw from classes in courses not spanning the full semester. A grade of W will be assigned during this period. Students who withdraw are encouraged to contact their instructor, advisor, Student Success Coach (for online students), and financial aid counselor to discuss the implications of withdrawing.

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Withdrawal from a course after the last day of classes of a regular session (or its equivalent in a non-semester course) is not permitted.

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Students who have a financial hold on their record are not able to withdraw from classes online. However, they may withdraw by the published deadline at the Registrar's Office between 8:00 a.m. and 5:00 p.m. Monday-Friday. The office is located at 1009 Rollins Hall.

Deleted: 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 was an F at the time the student stopped attending class, in which case a grade of F will be assigned. The grade of WF will carry no grade points, and will be computed in the grade point average as a grade of F.

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Prior to withdrawing from any course, students receiving financial aid should consult their financial aid counselor. Course withdrawal may adversely impact satisfactory academic progress for financial aid purposes and limit the student's ability to continue receiving financial aid.

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Drop and Withdrawal Deadlines

Specific deadline dates for dropping and withdrawing from classes can be found at the Registrar's Office website, www.odu.edu/registrar, by clicking on the link to "Academic Calendar."