OLD DOMINION UNIVERSITY
University Policies and Procedures

3101 - EXCEPTIONS TO NORMAL POLICIES AND PROCEDURES DUE TO MILITARY MOBILIZATIONS

Statement: Due to possible military mobilizations and their subsequent impact on Old Dominion University students, the University will grant the following exceptions to normal policies and procedures when registered students are called up for active duty military service.

- All active duty military students who are unable to complete course requirements due to change in employment duties, work schedule or deployment to a duty assignment may be administratively withdrawn from current semester courses. Students are required to furnish a copy of their military orders to the Office of the Registrar.

- All students unable to attend classes due to security restrictions imposed at military sites, or are unable to attend classes at an alternative offering provided by the University, may be administratively withdrawn. Students are required to make a written request to the site director who will certify the circumstances and report the request to the Office of the Registrar.

The Office of the University Registrar will maintain records of administrative withdrawals performed under this policy.

Students who are administratively withdrawn from the University under this policy are strongly encouraged to maintain contact with the University through the Office of the Dean of Students. Returning students should contact the Office of Admissions to verify their student status and to reactivate their records, if necessary, prior to re-enrolling in classes.

Responsibility: University Registrar, Dean of Students and Director of Admissions

Authorization: Roseann Runte, President

Date: September 18, 2001; Revised November 20, 2002

Effective Date: November 20, 2002