

AY21-31-B&C

Withdrawal From Classes or From the University

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 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.

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 not including the exam period. For all other courses – Summer Sessions, Maymester, Winter Term, or eight-week sessions – a student may withdraw after the first 11 calendar days through the day prior to the last day of classes for that session. A grade of W will be assigned during this period. However, some degree programs have withdrawal, continuance and progression policies that supersede this policy because of the nature of the professional standards and practices underlying the specific curriculum. Students should consult with their advisor or student success coach (for online students) to determine if there are more stringent requirements for withdrawing from courses in specific majors.

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. Information on tuition refunds can be found on the Office of Finance website at <http://www.odu.edu/admission/costs-tuition/tuition/refunds>. 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.

Withdrawal from a course after the last day of classes of a regular semester (or after the day prior to the last day of classes for non-semester courses) 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 or by email to [register.odu.edu](mailto:register@odu.edu). The office is located at 1009 Rollins Hall.

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.

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.

ODU does not automatically drop or withdraw students from classes for failure to attend or failure to pay tuition. The student must initiate the process to withdraw from classes and file a Tuition Appeal if applicable. Tuition Appeal forms and full details are available from the Office of Finance web site: <http://www.odu.edu/admission/costs-tuition/tuition/appeals>.

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."

Administrative Withdrawal From the University

During the course of any semester, there will be situations, such as severe illness, death in the immediate family, or disciplinary actions, which will require that the University initiate an administrative withdrawal from the University to assist a student or to implement a University-imposed sanction. The following procedures will be used.

1. The request for withdrawal is initiated either by the student because of an extenuating personal situation or by the University because of a disciplinary situation.
2. This action will normally be handled by the Vice President for Student Engagement and Enrollment Services or designee. If the student initiates the withdrawal, the Office of the Vice President for Student Engagement and Enrollment Services will determine what verification is necessary and document the situation.
3. A request will be submitted to the Office of the University Registrar to withdraw the student from all classes.
4. The student's instructors will be notified. If the student is withdrawing after the last day to withdraw from classes without penalty, part of this notification will include the opportunity for the faculty member to raise objections if the student's classroom performance is such that a withdrawal (W) would not be appropriate. If a faculty member objects, the faculty member will inform the University Registrar and the original grade assigned by the faculty member will stand.
5. The request for withdrawal must be initiated by the student within one calendar year counting from the first day of classes of the term for which administrative withdrawal is sought. Requests for withdrawal that have the necessary documentation but are received after the one-year deadline may be reviewed by an appeals committee consisting of at least three members and including both faculty and administrators, to be convened by the Director of Student Outreach and Support in Student Engagement and Enrollment Services. These requests must include clear and compelling reasons for not submitting the request within one calendar year.

6. Tuition refund appeals are handled separately and must be submitted to the Office of Finance. Students submitting requests after the one-year deadline are not eligible for a tuition appeal.
7. Students receiving financial aid should consult their financial aid counselor prior to submitting a tuition refund appeal.

Any exceptions for undergraduate students must be approved by the Assistant Vice President for Undergraduate Studies. Exceptions for graduate students must be approved by the Dean of the Graduate School.