

FACULTY SENATE ISSUE FORM
Date Submitted: March 9, 2023
Title of Issue (a short descriptive title by which the issue may be referenced)
Proposed changes to the policy for dropping and withdrawing from classes
Description of Issue: The Provost's (or Deans) Council recommends changes to the
The proposal would change the last day to withdraw from classes of a regular semester from the last day of classes to the end of the twelfth week of classes. Withdrawals after the twelfth week of classes would require approval of the instructor with any appeals going to the department chair.
Rational for Submission:
After the recent change to allow withdrawals until the last day of classes, feedback from some faculty indicated they would have encouraged some students not to withdraw had the student contacted them.
Faculty also expressed concern that students could withdraw on the last day of classes and be able to complete the student opinion survey. The rationale presented in issue AY21-21-B (which will be terminated because of the proposed change to the withdrawal date) stated that most students who withdraw do so for poor performance and allowing them to complete the survey would greatly impact the student opinion survey reports.
Name: Judy Bowman, submitted on behalf of Austin Agho and the Deans Council
Department: Academic Affairs
Date: March 9, 2023
Signature: Judy Bowman
For Faculty Senate Use Only
Assigned to Committee:
Date Assigned:

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 end of the twelfth week of classes of a regular semester not including the exam period. For all other non-standard semester courses (i.e., Summer Sessions, Maymester, Winter Term, or eight-week sessions), a student may withdraw after the drop/add period 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.

Withdrawal from a course after the twelfth 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. If permission is granted, a grade of W will be recorded. If permission is not granted, the student will not be allowed to withdraw from the course. Any appeal of decisions should be brought to the department chair.

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 are encouraged to contact their instructor, advisor, and Student Success Coach (for online students) to discuss the implications of withdrawing. 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.

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. 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.

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>.

Deleted: 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. ¶

Drop and Withdrawal Deadlines

Specific deadline dates for dropping and withdrawing from classes can be found on the Academic Calendar at <https://odu.edu/academics/calendar>.