



Office of the University Registrar  
 1009 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.**  
**Requests received after the last day of classes will not be processed.** For questions or assistance, e-mail register@odu.edu.

Please be sure to PRINT ALL INFORMATION CLEARLY.

**Effective Fall 2023, the University Catalog states:** "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 chair of the department 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.*):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**International student (F1 or J1 visa holder) (requires approval of VISA Office)**

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  
 Disapproved \_\_\_\_\_

VISA Approval (**Required for International Students only**) Date

Approved  
 Disapproved \_\_\_\_\_

Instructor's Signature (*Required*) Date

Approved  
 Disapproved \_\_\_\_\_

Chairperson's Signature (*only required if instructor decision is appealed*) Date

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

**International students (F and J visa holders) who plan to drop below the required credit hours for immigration purposes should first consult the Office of Visa and Immigration Service Advising (VISA), 2006 Dragas Hall.**

**Office Use Only** Date Processed: \_\_\_\_\_ By: \_\_\_\_\_