

NUMBER: 1416

TITLE: Sudden Withdrawal and Prolonged Absence Due to Military Mobilization

APPROVED: April 7, 2011; Revised April 4, 2012; Revised April 22, 2022

SCHEDULED REVIEW DATE: April 2027

The following guidelines are provided for students whose service in the armed forces of the United States has required their sudden withdrawal or prolonged absence from enrollment at Old Dominion University.

The following definitions are provided in connection with these guidelines:

caused his or her sudden withdrawal or prolonged absence from enrollment at a Virginia institution of higher education.

“Reinstatement” means the readmittance and reenrollment of a student whose service in the armed forces of the United States has caused his or her sudden withdrawal or prolonged absence from enrollment.

records can be updated, providing a copy of military orders or verification of a new duty assignment.

University Housing and Dining Services – Upon notification by the University Registrar, the Executive Director of Housing and Residence Life will authorize a refund based on prorated charges for the semester calculated on the days in residence. If the student is deployed prior to the start of the semester, but has made a formal commitment for University housing, the student will be released from the housing agreement without penalty and the deposit will be fully refunded.

Dining/Monarch Plus Card/Transportation and Parking Services

transcripts and necessary credentials. There are no additional fees if the student has previously paid the admission fee.

Students who return following a prolonged absence due to military deployment should be aware of the time limits for Catalog election.

Undergraduate Return to Program – It is presumed the undergraduate student will remain eligible to return to the same program of study. The student should contact the chief departmental advisor for the major if returning to the same program of study. The content of some programs may require that the student repeat previously passed courses to maintain currency in the field.

If the program of study is no longer available for any reason, the student should seek the assistance of the academic advising unit in the Center for Advising Administration and Academic Partnerships and access the degree evaluation system, available online as DegreeWorks, to determine a suitable alternative major.

Undergraduate Time Limits – Undergraduate students may choose to graduate under the Catalog in effect at the time of their first enrollment (part-time or full-time) or any subsequent Catalog provided that the students graduate within six years from the date of the first enrollment. Students who have prolonged deployment may be required to elect a more recent Catalog or the Catalog in effect at the term of re-enrollment at the University. Returning students should consult their academic advisors to verify the correct Catalog for graduation purposes. Students should refer to their “general student record” in LEO Online to verify the Catalog selected at the date of first enrollment. The Catalog “year” begins with the fall semester each year.

In all cases, students must have been duly admitted to the University and an academic program of study and meet all of the requirements for graduation in one Catalog. Students may not “tailor make” their own degree requirements by selecting partial requirements from more than one Catalog.

Graduate Return to Program – It is presumed the graduate student will remain eligible to return to the same program of study. The student should contact the graduate program director prior to resuming studies. If the program of study is no longer available for any reason, the student should consult the graduate program director or the college dean for alternatives.

Graduate Time Limits – All requirements for a graduate degree must be completed within eight calendar years from the date of beginning the initial course following admission to the program. Exceptions to these time limits must be approved by the graduate program director and the college dean. Academic credits older than eight years at the time of graduation must be validated by an examination before the work can be applied to a graduate degree. See the “Policy on Re-Validation of Out-of-Date Graduate Credit.” Students whose graduate study is interrupted for military service will be granted an extension of time for the period of their military service, not to exceed five years. Courses older than eight years at the end of the extension, however, must be re-validated.

Re-Validation of Out-of-Date Graduate Credit – Academic credit granted outside the eight-year time limit established for graduate degrees must be re-validated by an examination. To be re-validated, the work must have been completed at Old Dominion University or be acceptable as transfer credit in lieu of an Old Dominion University course.

The following procedure shall be used to re-validate out-of-date work. The student must receive the permission of his or her graduate program director and the chair of the department/school or dean of the college in which the course is offered to re-validate the course credit. The form for validation of out-of-date credit shall be used to record all transactions and submitted to the Office of the University Registrar upon completion of re-validation of work. The graduate program director, department/school chair or dean shall make appropriate referrals to faculty member(s) (an individual or a committee) teaching the course to request that an examination be prepared and evaluated. Before the examination, the faculty member(s) shall inform the student of the area of knowledge or course content on which he or she is to be examined. After the examination has been completed, the re-validation form shall be filled out, signed by the examining faculty member(s), and forwarded to the dean of the academic college offering the graduate degree program for approval. Copies of the completed form shall be sent to the student, the graduate program director, and the Office of the University Registrar. Re-validation for any given course normally can be sought only once.

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