

# Registration Requirements and Procedures

## Office of the University Registrar

The Office of the University Registrar provides a wide variety of student services, including registration, verification of enrollment, maintenance of student records and academic history, transcripts, degree certification and diplomas. A calendar of important dates, the examination schedule, and information about various policies and procedures is available at [www.odu.edu/registrar](http://www.odu.edu/registrar).

The Office of the University Registrar also is responsible for determining in-state tuition status, athletic eligibility and registration of students enrolling through the Virginia Tidewater Consortium.

Finally, the Office of the University Registrar provides service to military veterans who are attending the University by processing Veterans Affairs paperwork. Complete information is available to veterans on the Registrar's Office website as well as on the Veterans Administration website [www.gibill.va.gov](http://www.gibill.va.gov) (<http://www.gibill.va.gov>).

Self-service is available for most processes in Leo Online. On the Norfolk campus, walk-up services are available at the office in Rollins Hall. The office is open Monday-Friday from 8 a.m.-5 p.m. Please call 757-683-4425.

## Academic Calendar and Course Scheduling

The academic calendar includes the fall and spring semesters, as well as a summer and winter term. The fall semester begins one or two weeks prior to Labor Day Weekend and ends 16 weeks later. Classes will be held on Saturday and Sunday of Labor Day weekend, but classes are canceled for the Labor Day holiday. A Fall Break is scheduled for mid-October (Columbus Day Weekend) and runs from Saturday through Tuesday of that weekend. Thanksgiving break begins after classes on Tuesday prior to the holiday, and classes resume on the following Monday. Commencement is scheduled on the Saturday after exams have been administered.

Spring semester includes a Winter term that begins after fall commencement and ends before spring semester classes begin.

Spring semester begins one week prior to the Martin Luther King (MLK) holiday weekend. Classes are canceled for MLK weekend (Saturday-Monday) and resume on Tuesday following the holiday. Spring Break is scheduled eight weeks after the start of classes, from Monday through Saturday. Classes resume on the following Sunday and continue until Monday of week 15 into the semester. A reading day is held the Tuesday after classes end, with exams beginning on Wednesday and continuing to the following Wednesday. Commencement is scheduled on the Friday and Saturday after exams have been administered; Saturday is the degree conferral date.

Summer term includes a three-week Maymester, along with one 12-week and two six-week sessions.

Note: Asynchronous courses may or may not follow these terms. The University will determine the duration of each course, and students may opt for self-paced study when enrolling in this online format.

## Summer and Winter Terms

Old Dominion University offers a summer program that includes a three-week Maymester, along with one 12-week and two six-week sessions. More than 1,550 graduate and undergraduate courses are offered on campus, off campus and online during the summer months.

The University also offers select classes during winter term, which is between the December graduation and the start of spring semester classes.

The exact dates for the summer and winter terms are listed on the Registrar's Office website at [www.odu.edu/registrar](http://www.odu.edu/registrar).

## Course Numbering

Courses numbered 100 are primarily for freshmen, 200 for sophomores, 300 for juniors, and 400 for seniors. All 300- and 400-level courses require junior standing or permission of the instructor.

Courses at the 500, 600, 700, and 800 levels are generally for graduate credit.

Courses at the 500 level are cross-listed to undergraduate 400-level courses, with additional work and higher-level outcomes required for 500-level courses. Except in cases where topical content changes by each semester, cross-listed courses taken previously at the 400 level may not be retaken at the 500 level. A limited number of 500-level courses may be used to satisfy the requirements for a master's degree, education specialist degree, or a doctoral degree.

Courses at the 600 level form the core of master's programs, including those taken in connection with a thesis, and they are not cross-listed with numbers at other levels. A limited number of 600-level courses may be used to satisfy the requirements for an education specialist degree or a doctoral degree.

700- and 800-level courses are generally, but not always, cross-listed. 700-level courses are reserved for master's students, and 800-level courses are reserved for education specialist and doctoral students. When 700- and 800-level courses are cross-listed, additional work and higher-level outcomes are required for 800-level courses. Except in cases where topical content changes by each semester, cross-listed courses taken previously at the 700 level may not be retaken at the 800 level.

General Education undergraduate courses are designated by the fourth digit in the course number. At the lower division, the following designations are used: for skills courses, C=Composition, F=Language and Culture, G=Information Literacy and Research, M=Mathematics and R=Oral Communication; for Ways of Knowing courses, A=Human Creativity, H=Interpreting the Past, L=Literature, P and E=Philosophy and Ethics, N=the Nature of Science, S=Human Behavior and T=Impact of Technology. Writing intensive courses are designated by a W in the fourth digit.

Topics course numbers include 195, 196, 295, 296, 395, 396, 495, 496, 595, 596, 695, 696, 795, 796, 895, and 896. These numbers are generally to be used to designate topics courses taught as a class. The particular topic for that semester should be listed in the semester schedule. Where a particular topic is offered more than two or three times, it should be approved as a regular course offering and given its own course number.

Individual and Tutorial course numbers include 397, 398, 497, 498, 597, 697, 797, and 897. These numbers are generally to be used to designate courses involving individual or tutorial study within a discipline. These individually arranged courses will require prior approval by the department chair and/or instructor.

Cooperative Education course numbers are 367, 667, and 867.

Internship course numbers are generally 368, 668, and 868.

Practicum course numbers are generally 369, 669, and 869.

Extracurricular Activities course numbers are 377 and 378. These numbers are reserved for departments interested in granting credit for extracurricular activities at the undergraduate level.

Honors course numbers include 126, 127, 128, 226, 227, 228, 387, 388, 487, and 488. These numbers are reserved for departments interested in offering honors courses at the undergraduate level.

Seminar, Colloquium, and Capstone course numbers include 690, 691, 692, 693, 890, 891, 892 and 893.

Research/Project course numbers are generally 698 for the master's level and 898 for the doctoral level.

The Thesis course number is 699 and is reserved for the master's thesis.

The Dissertation course number is 899 and is reserved for doctoral dissertation courses.

The Continuous Enrollment course number 999 is available for the purpose of maintaining active status at the doctoral level. All students are required to be enrolled the semester in which they graduate, and all doctoral students who have advanced to candidacy are required to be registered for at least one graduate credit hour each term (fall, spring, and summer) until the degree is completed.

Once a course number has been deactivated it may not be reused for a different course for a period of six academic years.

## Normal Course Load for Undergraduate Students

The University considers the carrying of 12 or more credit hours during the fall and spring semesters to be full time for undergraduate students; 15 hours is considered a normal course load. Students seeking to enroll in more than 18 credit hours must have a 3.00 or better overall grade point average. In addition, they must obtain the recommendation of their advisor and written permission from the dean of the college in which their major program resides. Students without a declared major must obtain the recommendation of their advisor and written permission from the Executive Director of Advising and Transfer Programs to enroll in more than 18 credit hours. A student on academic warning may not enroll in more than 15 credits per semester of attendance, except under extenuating circumstances and with the permission of the dean or designee of the college in which the student is enrolled. A student on academic probation may not enroll in more than 15 credits per semester of attendance. Otherwise, the actual course load is entirely the prerogative of the student.

During the summer term, an undergraduate student is considered to be full time if he or she is enrolled in nine hours. A student may not enroll in more than nine hours in a six-week session. A student on academic warning or academic probation may not enroll in more than six credits in the summer term and no more than one course in any single summer session. No student may enroll in more than 15 hours during the summer term without the recommendation of the advisor and written permission from the dean of the college in which the major program resides. Students without a declared major must obtain the recommendation of their advisor and written permission from the Executive Director of Advising and Transfer Programs.

Spring semester includes a winter term that begins after fall commencement and ends before spring semester classes begin. Summer term includes a three-week Maymester, along with one 12-week and two six-week sessions.

A student may not enroll in more than four hours during winter term or Maymester. Credits earned during winter term will not count against the semester's credit caps.

## Classification of Undergraduate Students

A sophomore must have completed 30 semester hours. A junior must have completed 60 semester hours. A senior must have completed 90 semester hours.

Transfer students will be classified based upon credit hours accepted by Old Dominion University.

Classification of students will be determined at the end of each semester.

## Priority Preregistration for Active Duty, Veterans, Reservists and Virginia National Guard Service Members

The 2012 General Assembly established Virginia code 23-9.2:3.7 C, which states:

The governing boards of each public institution of higher education shall, in accordance with guidelines developed by the State Council of Higher Education for Virginia, implement policies that recognize the scheduling

difficulties and obligations encountered by active duty members of the United States armed forces.

The State Council of Higher Education for Virginia in consultation with the Military Education Advisory Committee (MEAC) has issued guidelines that require state colleges and universities to establish course registration policies that provide reasonable accommodation to students who are active-duty military members, veterans, reservists and Virginia National Guard members.

Old Dominion University wishes to facilitate priority preregistration for currently enrolled, degree-seeking military students according to the following procedures:

- **Priority preregistration** will begin no sooner than Monday of the first week of preregistration provided documentation has been received and approved in the Office of the University Registrar.
- **Preregistration will be based on the student's class standing** (senior, junior, sophomore, freshman) and will permit the student to participate during the earliest registration time slot for his or her class. Time tickets will be assigned using rules to assign the appropriate time slot. All graduate students are invited to register on the first day of preregistration.

To qualify for priority preregistration:

- **Active Duty, Reservist and National Guard students** must provide proof of current active duty status to the Office of the University Registrar prior to preregistration each semester. With valid Military ID, students will be granted a priority registration time slot.
- **Veterans receiving federal VA educational benefits** to include but not limited to Chapter 30, Chapter 31, Chapter 32, Chapter 33, Chapter 1606 and Chapter 1607 will automatically receive priority preregistration if benefits have been received at Old Dominion University during the current semester (for example, priority preregistration will be granted if the student has submitted the benefits certification form for the spring semester and wishes to preregister for the fall semester).
  - **GI Bill benefits recipients** who have submitted the Veterans Clearance form to the Office of the University Registrar by the deadline will be granted a priority window registration time slot. The VA Clearance Form is available at: <http://www.odu.edu/content/dam/odu/offices/university-registrar1/docs/veterans-clearance-form.pdf>.
  - **Veterans who do not use federal VA educational benefits** must provide a copy of the DD214, retired military identification card or the DMV issued veteran card.
- **In order to participate in priority preregistration**, students who are qualified must self-identify as indicated and provide requested documentation by the following deadlines:
  - **Fall preregistration: March 15**
    - Generally fall preregistration will begin no later than the second week of April for currently enrolled degree seeking students.
  - **Spring/Summer preregistration: October 15**
    - Generally, spring preregistration will begin no later than the second week of November for currently enrolled degree seeking students. Summer preregistration is ongoing and concurrent with spring preregistration.

All students must have been advised, have no restrictive holds on the student account and be otherwise eligible to register in order to participate in preregistration. First semester students may register during their Preview orientation date.

Documents should be mailed or delivered to the Veterans Certifying Officer, Office of the University Registrar, 1009 Rollins Hall, Norfolk, VA 23529 or faxed to 757-683-5357. The VA Certifying Officer is responsible for all requests regarding priority preregistration.

Communication about the priority preregistration process will be published in the University Catalogs, available online on the Veterans Services pages <http://www.odu.edu/military/students/veterans-services>, and through direct

communication via email to the ODU email address to all currently qualified and enrolled students.

Staff in the Office of the University Registrar, Military Connections and the Office of Admissions will be trained to communicate the policy to students who may be qualified for this benefit.

-Approved by the Board of Visitors

## **Class Schedule Changes and Drop/Add Procedures**

During the fall and spring semesters, students may add and drop classes within the first 11 calendar days after the first day of classes for the semester (for full semester classes). This is normally the Tuesday following Labor Day for the fall semester and the Tuesday following the Martin Luther King holiday for the spring semester.

Once registered, a student must drop or add classes via the secure website at <https://portal.odu.edu>, click LEO online or submit a completed drop/add form to the Office of the University Registrar or to the distance site office (for distance students). The date the form is received in the Office of the University Registrar, the distance site office or processed via LEO determines tuition adjustments, if applicable. If needed, drop/add forms can be downloaded from the Registrar's Office website: <http://odu.edu/registrar/forms>.

First-year students are strongly encouraged to seek advising before dropping or adding any class. Students enrolled in degree programs in which sequencing is critical are urged to consult their academic advisors before scheduling changes. In such programs, dropping of courses without prior consultation with academic advisors may necessitate additional time to complete University and/or departmental degree requirements.

See the academic calendar in this Catalog or at <https://www.odu.edu/academics/calendar> and click on the link to "calendars" for the dates for adding or dropping classes. For information regarding the refund schedule, see the chapter on Tuition, Fees and Financial Information or go to the Office of Finance's web page at [www.odu.edu/finance](http://www.odu.edu/finance).

## **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; this means no grade will be assigned and no record entered on the student's permanent academic record. Please refer to [www.odu.edu/registrar](http://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 tenth week of a regular semester. Please refer to [www.odu.edu/registrar](http://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. A grade of W will be assigned during this period. Students who withdraw through the end of the tenth week 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 tenth 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 and the chair of the department offering the course. If permission is granted by both, a grade of W will be recorded. If permission is not granted by both, the student will not be allowed to withdraw from the course. Any appeal of decisions should be brought to the dean of the college offering the course.

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. 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.

#### **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](http://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 student will receive an "F" in the class.
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 convincing evidence explaining the student's inability to submit 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.

### **Sudden Withdrawal and Prolonged Absence Due to Military Mobilization**

The following guidelines are provided for students whose service in the uniformed services has required their sudden withdrawal or prolonged absence from enrollment at Old Dominion University.

The following definitions are provided in connection with these guidelines:

- “Service in the uniformed services” means service (whether voluntary or involuntary) on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve, for a period of more than 30 days under call or order to active duty of more than 30 days.
- “Tuition” means the actual price of education charged to a student for the term in which service in the uniformed services 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 uniformed services has caused his or her sudden withdrawal or prolonged absence from enrollment.
- “Sudden withdrawal” means leaving an institution after a semester has begun or after the tuition and required fees for a term have already been billed to or paid by the student.

## Policies and Procedures

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 University Registrar. Upon receipt of the copy of military orders, the student will be withdrawn from all courses and refund of tuition will be processed following an audit of the student’s account and returned to the appropriate party. In addition, the University Registrar will notify the following offices so that additional refunds can be processed as appropriate: Housing and Residence Life, University Card Center, Parking and Transportation Services, and the University Village Bookstore. Students who are deployed while actively attending the University should make an effort to notify the University Registrar as soon as possible so that 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/Parking Services

Upon notification by the University Registrar, prorated refunds will be made for partially used meal plans. Funds remaining on the Monarch Plus card will be refunded to the student. Refund of payment for a parking decal will be prorated based on percentage of use.

### Textbooks

Upon notification by the University Registrar, the University Village Bookstore will allow for full refunds/and or exchanges of textbooks for any student called to official active military duty as long as the book is in resaleable condition.

### Deposits for Admission

Freshman students who are new applicants for admission to the University but who have not registered for classes may receive either a refund of the admission deposit or defer admission up to one year by submitting a request to the Office of Admissions.

### Preview Fee

Students who have paid but have not attended Preview will receive full refund of the fee.

### Academic Credit

If the student has begun attending classes and sufficient time has passed in the semester, the incomplete grade policy may apply.

A grade of Incomplete (I) indicates assigned work yet to be completed in a given course or absence from the final examination and is assigned only upon instructor approval of a student request. The I grade may be awarded only in exceptional circumstances beyond the student’s control,

such as illness, and only after 80% of the time allocated for the course has elapsed and substantial progress has been made toward completion of course requirements with the exception of courses that do not fit within the traditional semester calendar. In cases of exceptional circumstances beyond the student’s control, it is the responsibility of the student to approach the instructor to request an I grade and to provide documentation, including a written statement of when the work will be completed, to support the request. The authority to award an I grade rests with the instructor whose decision is final. Students whose requests for I grades are approved must not re-register for the class until the I grade has been resolved. The I grade becomes an F if not removed through the last day of final exams of the following term according to the following schedule: I grades from the fall semester become F’s if not removed by the last day of exams of the spring semester; I grades from the spring semester and the summer session become F’s if not removed by the last day of exams of the fall semester. An I grade may be changed to a W only in very unusual circumstances and when the student’s situation has changed since the I grade was awarded. In these cases, the request for a change to a W must be in writing, documented, and approved by the instructor, department chair and dean. Students will not be allowed to graduate until all grades of I have been resolved.

In the case of courses that do not fit within the traditional semester calendar, the faculty member assigns the I grade. The time periods for the removal of I grades before they become grades of F are the same as those stated in the previous paragraph.

Extension of the I time limitation normally will not be approved except for reasons beyond the student’s control and only if the supervising faculty member is available and willing to supervise the work beyond the normal time limit. Students should submit the request to the instructor, who should submit approval, via the chair, to the University Registrar in order to retain the I. The approval from the instructor should designate the expiration date of the extension.

If the student is unable to complete the incomplete grade because of prolonged deployment the student should provide justification and documentation directly to the course instructor. At the instructor’s discretion, the course instructor can authorize the University Registrar to administratively withdraw the student using this policy. The student will be withdrawn from the course, a grade W will be posted to the academic record and refund of tuition to the appropriate party will be processed. If the instructor is no longer employed at the University, the student should consult the department chair. In the event of a disagreement about a grade, the normal grade appeal process described in the University Catalogs will apply.

Students who are administratively withdrawn from the University under this policy are strongly encouraged to maintain contact with the University through the Office of Student Engagement and Enrollment Services.

Students who are called to active duty during an academic semester who have completed 75 percent of the course requirements at the time of activation and who meet other specified requirements also have the option to accept the grade earned to date. It is the responsibility of the student to provide a copy of the military orders to the Office of the University Registrar. The Registrar will provide documentation to the instructor in support of the student’s request to receive the grade earned to date.

### Reinstatement

As soon as plans are made, returning students should contact the Office of Admissions to verify their student status and to reactivate their record, if necessary, prior to re-enrolling in classes. Students who leave the University in good standing remain eligible to re-enroll. A student who has left the University for more than a year must complete a reactivation/readmission form available on the Office of Admissions web site. If the separation from the University was longer than five years, the applicant will need to resubmit all official 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 Academic Enhancement 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.

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

-Approved by the Board of Visitors

## Audit Status

The audit grading status is available for students who would like to enroll in a course for the knowledge gained or personal satisfaction, not for academic credit. Any course that is elected to be carried as an audit will be subject to the normal fees and regulations of the University. Regular attendance is expected, but neither tests nor examinations are required. No grade will be recorded, except that an instructor may assign a grade of W& to a student who misses an appreciable portion of the classes. The student's record will be marked "audit" by the course so elected. A student may not audit a course and subsequently seek advanced placement credit for the same course. A student may audit a course and register for the same course for credit in a subsequent semester. Registration for the audit option must be selected by the end of the drop/add period in the given semester. Any course elected for audit cannot be changed to that of credit status after the end of the "add" registration period. Students receiving financial aid should be aware that registering for audit status may affect their financial aid eligibility. Selection of the audit status is accomplished through the normal registration procedures.

## Student-Elected Pass/Fail Course Option For Undergraduate Students

1. The option to select courses for pass/fail credit is open to the undergraduate student who has been accepted by a department as a major.
2. Courses within the student's major or minor, or courses necessary to meet a departmental, school, or college requirement, or University General Education Requirement, may not be taken under this option.
3. A maximum of 12 hours of student-elected pass/fail credit may be applied to the student's baccalaureate degree unless in teacher education programs. Majors in teacher education programs may apply only three hours of student-elected pass/fail credit.
4. Instructors will have knowledge of which students in their courses are enrolled for pass/fail credit.
5. A student receiving a P will receive credit for the hours, but will not receive grade points, and the hours will not be counted in the

computation of the grade point average. A student receiving an F will not receive credit for the course and there will be no penalty, although the failure will appear on his or her transcript.

6. A student electing the pass/fail option for a particular course cannot change his or her registration and elect to take the course for grade point credit after the end of the "add" period. Similarly, courses cannot be elected as pass/fail after the end of the "add" period.
7. All prerequisites must be met for any course taken under the pass/fail option.

## Course Offerings for Credit and Noncredit

If a course is offered as both a noncredit and a credit offering, students must elect one or the other prior to the add/drop deadline. They will pay the fee/tuition for the elected offering by the tuition deadline. Students who register for a noncredit course may not elect to receive credit for it at any point after the add/drop deadline. Completed noncredit work may be reviewed as part of a Prior Learning Assessment to determine if the award of academic credit is appropriate. Noncredit courses will not meet undergraduate or graduate degree requirements.

## Attendance at Other Institutions

Students who are enrolled at Old Dominion University may attend another institution and transfer credit earned there back to a degree program at Old Dominion University. While formal Old Dominion University permission is not required, students should consult the academic advisor to ensure that the credits to be taken at the other institution will transfer to the Old Dominion University program in which the student is enrolled. A complete list of transferable courses that have already been evaluated can be found on the University's home page by searching for Monarch Transformation. If deemed equivalent and the student has earned at least a grade of "C," courses will appear on the Old Dominion University transcript as transfer credit and can be used for general education, major or minor requirements or elective credit. No grade points or hours are calculated into the Old Dominion University grade point average; only hours awarded count toward the total number of credits required for the degree. An official transcript from the other institution must be mailed directly to: Office of Undergraduate Admissions, 1004 Rollins Hall, Norfolk, VA 23529.

The other institution may ask the student to provide documentation of good standing or eligibility to continue at Old Dominion. These forms should be submitted to the Office of the University Registrar. Forms that require the student to demonstrate that the course(s) will be accepted for transfer credit at Old Dominion University should be submitted directly to the academic advisor.

It is recommended that students not enroll in courses at another institution during the semester the student intends to graduate.

## Virginia Tidewater Consortium Exchange Program

Old Dominion University students may take courses at any of the following Consortium institutions: Christopher Newport University (Newport News), College of William and Mary (Williamsburg - limited number of graduate courses only), Eastern Shore Community College (Melfa), Eastern Virginia Medical School (Norfolk), Hampton University (Hampton), Joint Forces Staff College (Norfolk), Norfolk State University (Norfolk), Paul D. Camp Community College (Franklin), Regent University (Virginia Beach), Thomas Nelson Community College (Hampton), Tidewater Community College (all campuses), and Virginia Wesleyan College (Norfolk).

Cross-registration is subject to the following regulations:

1. Cross-registration is limited to degree-seeking students with an ODU cumulative grade point average of 2.00 or better.
2. Cross-registration credit is limited to 30 semester hours.
3. Cross-registration in major courses requires the permission of the department chair.
4. Cross-registration is limited to courses not available to students at the home institution during the current semester. Exceptions to this

requirement must be made by the chair of the department offering the course.

5. Cross-registration courses count as resident credit at the home institution, not the host institution.

For further information, please contact the Office of the University Registrar at (757) 683-4425 or visit the office in Rollins Hall.

## Declaration or Change of Major or Minor for Undergraduate Students

Upon entrance to the University, students are assigned either to an advisor in the Center for Major Exploration or to an advisor in their college or department of interest. Online students work with their assigned online Student Success Advisor as their main advisor, with a college advisor on campus assigned as the final authority. Acceptance of a student for advising purposes does not guarantee acceptance into the department as a major. Acceptance of a student as a major in a program cannot occur until all requirements for acceptance have been met. These requirements vary depending upon the major. Specific inquiries concerning requirements should be made to the academic college, school or department involved, or the Student Success Advisor. In all cases a student must successfully complete ENGL 110C before declaring a major.

A student must be accepted as a major in an academic program before the student may become a degree candidate or apply for graduation. Students cannot receive a degree in an academic program unless they have met all requirements for acceptance and have been accepted into that academic program. Students should declare their major by the time they earn between 45-60 credit hours in order to meet requirements of their intended major in a timely manner. Non-degree students may not declare majors until admitted to degree status.

Students must contact the department of the intended major or their Student Success Advisor to formally declare a major. Upon meeting the University, college, and departmental/school requirements for declaring the major and/or minor, the academic advisor or the Student Success Advisor in the interest area will officially declare the major and/or minor on the student's behalf.

## Graduate Credit for Old Dominion University Undergraduates

### Undergraduate Students Enrolled in Linked Undergraduate to Graduate Degree Programs

Old Dominion University hosts a number of linked undergraduate to graduate programs, including bachelor's to master's programs and bachelor's to doctoral programs, that permit undergraduate students to begin graduate study as early as the junior year. For linked bachelor's to master's programs, students must earn a minimum of 150 credit hours (120 for the undergraduate degree, 30 for the graduate degree). For linked bachelor's to doctoral programs, students must earn a minimum of 198 credit hours (120 for the undergraduate degree, 78 for the graduate degree).

Undergraduate students enrolled in linked graduate degree programs at Old Dominion University may take up to 21 hours of graduate credit that can be applied toward their undergraduate degrees. Of these 21 hours of graduate credit, up to 12 can be applied toward both the undergraduate and graduate degrees. This option is available only to those students who have satisfied all admission and continuation requirements of the specific linked programs. All graduate hours applied to the undergraduate degree will be counted in the undergraduate grade point average, will appear on the undergraduate transcript, and will be used to determine graduation with honors. Undergraduate students accepted into linked graduate degree programs will be formally admitted to the graduate program following receipt of the bachelor's degree.

**Approved linked bachelor's to master's degree programs are as follows:**

#### College of Arts and Letters

- Bachelor of Arts or Bachelor of Science (various majors) to Master of Business Administration

- Bachelor of Arts or Bachelor of Science (various majors) to Master of Public Administration
- Bachelor of Arts in Art History to Master of Arts in Humanities
- Bachelor of Arts or Bachelor of Science in Communication to Master of Arts in Humanities
- Bachelor of Arts or Bachelor of Science in Communication to Master of Arts in Lifespan and Digital Communication
- Bachelor of Arts in English to Master of Arts in English
- Bachelor of Arts in English to Master of Arts in Applied Linguistics
- Bachelor of Arts in History to Master of Arts in History
- Bachelor of Arts or Bachelor of Science in Geography to Master of Arts in Humanities
- Bachelor of Arts or Bachelor of Science in Interdisciplinary Studies (Individualized Integrative Studies) to Master of Arts in Humanities
- Bachelor of Science in Interdisciplinary Studies (Teacher Preparation) to Master of Science in Education
- Bachelor of Arts in International Studies to Master of Arts in International Studies
- Bachelor of Arts in Philosophy to Master of Arts in Humanities
- Bachelor of Arts in Studio Art to Master of Arts in Humanities
- Bachelor of Arts in Women's Studies to Master of Arts in Humanities
- Bachelor of Fine Arts (Art) to Master of Arts in Humanities

#### Strome College of Business

- Bachelor of Arts in Economics to Master of Business Administration
- Bachelor of Arts in Economics to Master of Public Administration
- Bachelor of Arts or Bachelor of Science (various majors in other colleges) to Master of Business Administration
- Bachelor of Arts or Bachelor of Science (various majors in other colleges) to Master of Public Administration
- Bachelor of Science in Business Administration to Master of Business Administration
- Bachelor of Science in Business Administration to Master of Public Administration
- Bachelor of Science in Business Administration to Master of Science in Accounting

#### Darden College of Education and Professional Studies

- Bachelor of Science (various majors) to Master of Business Administration
- Bachelor of Science (various majors) to Master of Public Administration
- Bachelor of Science in Interdisciplinary Studies (Teacher Preparation)\* to Master of Science in Education

\*Undergraduate program in the College of Arts and Letters

#### Batten College of Engineering and Technology

- Bachelor's in Engineering or Engineering Technology to Master of Engineering, Master of Science, or Master of Engineering Management

#### College of Health Sciences

- Bachelor of Science in Dental Hygiene to Master of Science in Dental Hygiene
- Bachelor of Science in Environmental Health to Master of Science in Community Health

#### College of Sciences

- Bachelor of Science (various majors) to Master of Business Administration
- Bachelor of Science (various majors) to Master of Public Administration
- Bachelor of Science (various majors) to Medical Doctor (in cooperation with the Eastern Virginia Medical School)
- Bachelor of Science in Biochemistry to Master of Science in Chemistry
- Bachelor of Science in Chemistry to Master of Science in Chemistry

- Bachelor of Science in Computer Science to Master of Science in Computer Science
- Bachelor of Science in Mathematics to Master of Science in Computational and Applied Mathematics

Approved linked bachelor's to doctoral degree programs are as follows:

#### College of Engineering and Technology

- Bachelor's in Engineering or Engineering Technology to Ph.D. in Engineering

### Undergraduate Students with Senior Standing but not Enrolled in Programs with a Linked Graduate Degree Option

An Old Dominion University undergraduate degree-seeking student with senior standing and a 3.30 or better grade point average in the major field of study may be allowed to take up to 12 hours of graduate course work for graduate credit, upon approval of the instructor of the graduate course, the chair and graduate program director of the department offering the graduate course, and the chair or chief departmental advisor of the student's undergraduate major department. Up to six hours of graduate credit taken prior to completing the undergraduate degree may be applied toward the undergraduate degree. The graduate credit may be used as a substitution for required undergraduate courses only with the approval of the department chair or chief departmental advisor of the student's undergraduate program. All graduate hours applied to the undergraduate degree will be counted in the undergraduate grade point average, will appear on the undergraduate transcript, and will be used to determine graduation with honors. The combined undergraduate and graduate hours taken during any semester must not exceed 18. The proper request form, Request of Old Dominion University Undergraduate to Take Graduate Courses, is available in the Office of the University Registrar. This option is available only to degree-seeking undergraduate students at Old Dominion University.

### Completion of Requirements for Undergraduate Students (Catalog Year)

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 (18 semesters) from the date of the first enrollment. For example, students beginning in the fall 2018 semester may use any Catalog in effect from fall 2018 through the end of the 2024 summer term, students beginning in spring 2019 may use any Catalog in effect from spring 2019 through the end of the fall 2024 semester, and students beginning in summer 2019 may use any Catalog in effect from summer 2019 through the spring 2024 semester. If students do not graduate within this six-year period, they may choose to graduate under any Catalog in effect within the six-year period preceding the date of graduation. For example, students graduating in spring 2019 may use any Catalog in effect from summer 2013 through spring 2019, students graduating in summer 2019 may use any Catalog in effect from fall 2013 through summer 2019, and students graduating in fall 2019 may use any Catalog in effect from spring 2014 through fall 2019.

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.

### Degree Completion (Graduation) Application

Undergraduate students who have earned at least 102 credits and met other minimal requirements will be reminded via email to the ODU email address to begin the review process and to apply for graduation if eligible.

Qualified students should access and download a current copy of the Degree Works degree evaluation from <https://portal.odu.edu/> and consult with the academic advisor or Student Success Advisor (for online students) prior to submission of the application for graduation to ensure that degree

requirements are being met. Students who have elected a minor must consult a representative in the minor department to ensure that minor requirements are being met. After meeting with the academic advisor and verifying eligibility for graduation, students should submit the online application for graduation. Paper applications for graduation are not accepted.

All students must apply for graduation during the semester prior to the expected completion of degree requirements. The deadline to file the intent to graduate is generally the last day of November, February and June for the following semester. Complete instructions and specific deadlines are published on the Registrar's Office website, [www.odu.edu/registrar](http://www.odu.edu/registrar). All students should apply for graduation by using the online process at LEO Online.

Students pursuing two degrees simultaneously must submit graduation applications for each degree.

Students can view their application and degree status in LEO Online. Once the application has been processed, the student's graduation status appears as "accepted." The status changes to "awarded" once the degree is conferred. Degree conferral occurs after the official date of graduation and may take up to four weeks.

Students who do not complete degree requirements as expected will be notified via email and must reapply for the graduation date in which they will complete their degree.

### Graduation Clearance

All degree requirements must be completed no later than the last day of exams for the term in which graduation is anticipated. Students attending classes at other institutions should ensure that the course(s) and examination(s) taken at the other institution will be completed no later than the day prior to the date of expected commencement at Old Dominion University. In addition to departmental academic requirements specific to the major, minor, concentration or degree program, prior to conferral of the degree, undergraduate students must complete the senior assessment (survey) and meet the University's undergraduate writing program requirement, which is completion of the following courses with a grade of C (2.0) or better: ENGL 110C, ENGL 211C or ENGL 221C or ENGL 231C, and the writing intensive (W) course in the major. The writing intensive course must be taken at Old Dominion University and cannot be met through transfer coursework or through enrollment in the Virginia Tidewater Consortium. Students should also refer to the sections of this Catalog on Overall Requirements for Baccalaureate Degrees and Additional Requirements for Baccalaureate Degrees.

Students are responsible for monitoring their own progress toward degree completion and for meeting all graduation requirements. Students are encouraged to monitor the following specific University requirements: general education, foreign language, transfer work evaluation, and upper-level requirements. Students are also reminded that academic advising in the major department is extremely important to the successful completion of the degree being sought.

### Graduation with Honors

#### Baccalaureate Degrees

Baccalaureate degrees with honors are conferred in accordance with the following cumulative grade point averages on work attempted at Old Dominion University:

Honors	Minimum Number of Credit Hours	Minimum Number of Grade-Point Graded Hours
Cum Laude 3.4-3.65	60	54
Magna Cum Laude 3.66-3.85	60	54
Summa Cum Laude 3.86-4.00	60	54

These designations apply only to candidates who have completed 60 or more credit hours of work at Old Dominion University. At least 54 of the hours

must be in grade-point graded courses. Honors designations will be posted to students' records and appear on the diploma.

Candidates who transfer to Old Dominion and thus do not qualify for honors designations because they have not completed 60 hours at Old Dominion University but who have 45 or more graded hours at Old Dominion University with a cumulative grade point average of 3.66 or higher will be recognized as graduates with distinction. This information will be posted to students' records and appear on the diploma.

To determine eligibility for graduation with honors or with distinction, the student's complete record, including grades and hours for courses that have been forgiven using grade forgiveness or adjusted through the Adjusted Resident Credit policy, will be evaluated to calculate the final grade point average. If the student's overall average is sufficient, graduation with honors or with distinction will be posted to the student's record and appear on the diploma.

Credit earned under the Prior Learning Assessment credit options (advanced placement, University exams, departmental exams, external exams such as CLEP and DANTES, portfolio review, and training) does not apply to the 60 credit hours required for graduation with honors or the 45 hours required for graduation with distinction.

For students in approved linked undergraduate to graduate degree programs, all graduate hours applied to the undergraduate degree will be counted in the undergraduate grade point average, appear on the undergraduate transcript, and be used to determine graduation with honors.

## Departmental Honors

Undergraduate students may earn the designation of departmental honors on their diplomas. Minimum University standards for departmental honors are:

- Minimum cumulative GPA of 3.25.
- Minimum GPA in the major of 3.50.
- Completion of at least two 300- or 400-level courses designated by the department to be honors courses.
- Completion of at least 60 credit hours at Old Dominion University, 54 of which must be in grade-point graded courses.

Undergraduate students who meet all the criteria for departmental honors except the credit-hour requirement may earn the designation of with distinction on their diplomas with the completion of a minimum of 45 graded hours at Old Dominion University.

Candidates who have used grade forgiveness or adjusted resident credit should be aware that the enhanced grade point average determined by use of these procedures does not determine eligibility for departmental honors. To determine eligibility for departmental honors, the student's complete record, including grades and hours for courses that have been forgiven or adjusted, will be evaluated to calculate the final grade point average. If the student's overall average is sufficient, departmental honors will be posted to the student's record.

Credit earned under the Prior Learning Assessment credit options (advanced placement, University exams, departmental exams, external exams such as CLEP and DANTES, portfolio review, and training) does not apply to the 45 credit hours required for departmental honors.

For students in approved linked undergraduate to graduate degree programs, all graduate hours applied to the undergraduate degree will be counted in the undergraduate grade point average, appear on the undergraduate transcript, and be used to determine departmental honors.

Individual departments may set other eligibility standards in addition to the University standards. Interested students should contact the Honors College for more information.

## Contract Honors Courses

Students with a grade point average of at least 3.25 may transform any upper-division course into an Honors course on an individual basis. With the advice and consent of the instructor, students take one or more courses that can be converted into Honors. No grade below B is accepted for Honors

designation. In addition, contract honors courses may be used to meet requirements for departmental honors. Interested students should contact the Honors College for additional information.

## Commencement

Commencement exercises are intended for students who are eligible and reasonably expect to complete degree requirements to graduate from the University within the current or following graduation period.

Commencement ceremonies are managed through the Office of University Events. Information about requirements for participation in commencement ceremonies is available at <http://www.odu.edu/academics/graduation-commencement>. To be eligible to participate in ceremonies, candidates must indicate their intent when they apply for graduation; any change must be communicated to the Office of University Events.

May commencement ceremonies are intended for candidates graduating in May and students who expect to complete studies in August. December commencement ceremonies are intended for candidates graduating in December and students who completed studies the preceding August.

Students who expect to attend commencement ceremonies must have applied for graduation. Tickets will not be provided by the Commencement Office to students that have not applied. Participation in commencement ceremonies does not confirm that a degree has been (or will be) conferred. Degree conferral may take up to four weeks from the date of the commencement ceremony. With the exception of doctoral degrees, diplomas are not distributed at commencement.

## Diplomas

Diplomas are available for pickup at the Registrar's office. Students will be contacted via email when their diploma is available. Diplomas that are not picked up will be mailed to the student's permanent address. Students should verify address information in LEO when applying for graduation. Diplomas will be mailed beginning in June for May graduates, in September for August graduates and in January for December graduates.

All holds, debts or other obligations to the University must be satisfied before the diploma will be released. Information about holds can be viewed in Leo Online at <https://portal.odu.edu/>.

The student's legal name (as maintained in the official student record) and the degree title (Bachelor of Arts, Bachelor of Science, etc.) appear on the diploma. For a complete listing of degrees, please refer to the Degree Programs listing in this catalog. Neither the major nor the minor appears on the diploma, but will appear on the transcript.

## Transcripts

Transcripts are provided by the Office of the University Registrar and are issued only as requested through LEO Online. Official electronic transcripts (PDF) can be ordered through Parchment, the University's electronic transcript service provider. Transcripts should be requested at least five business days before the date needed to allow for processing and delivery. Students picking up transcripts must present valid identification.

No transcripts will be issued if the student has an outstanding debt at the University. All grades, academic standing, degrees received, and degree honors are included on the transcript.

An official transcript carries the University Seal and an authorized signature. Official transcripts are usually mailed directly to educational institutions, employers, etc. Any transcript mailed to or given directly to a student will be marked, "Issued to Student." Partial transcripts are not issued; each transcript must include the student's complete record at Old Dominion University. A transcript of work completed at any high school or at any college other than Old Dominion University must be obtained directly from that institution.

There is a charge of \$5.00 for each transcript issued. Additional fees are charged for expedited delivery services and for those ordered through Parchment. Students may access and print unofficial transcripts for personal use through LEO Online at no charge.



## **Academic Common Market**

Old Dominion University, through a number of its undergraduate and graduate programs, participates in the Southern Regional Education Board's Academic Common Market. Eligible residents of participating states may enroll (following admission to degree status) as Academic Common Market students at in-state tuition rates.

The Office of the University Registrar coordinates Academic Common Market participation with the coordinator for each state participating in the Southern Regional Education Board. Students must apply through the home state and supply a letter documenting admission and the intended major. That letter is provided through the Office of the University Registrar. The home state coordinator will approve participation to the Office of the University Registrar following review of the student's documents. Information on available programs can be viewed at <https://www.sreb.org/academic-common-market>.