CANCELLATIONS, DROPS, AND UNIVERSITY WITHDRAWALS

Fall and Spring Semesters
The information in this section is described using fall and spring semester term calendars.

Trimesters and Summer Terms
The information in this section is described using fall and spring semester term calendars but is also relevant to other Quarters, Trimesters, OMBA and Summer calendars using equivalent dates. For dates, deadlines, and other pertinent details to those terms, please see the “Academic Calendar” section for their respective dates.

Definitions of Cancellations, Drops, and University Withdrawals
- Cancellation – Cancelling (removing) all classes prior to the 1st day of classes.
- Drop – Dropping one or more, but not all, classes from a student’s schedule from the 1st day classes through the 50th class day in a semester (or equivalent).
  - Drops from the 1st class day through the 12th class day in a semester (or equivalent) are removed from the student’s transcript.
  - Drops after the 12th class through the 50th class in a semester (or equivalent) will result in a “W” (Withdrawal) notation for the class(es) on the student’s transcript.
- A drop after the 50th class day in a semester (or equivalent) is not allowed except by appeal to the student’s academic dean.
- University Withdrawal – Officially discontinuing all classes for which a student is registered on or after the 1st day of classes through the 50th class day in a semester (or equivalent). A university withdrawal after the 50th class day in a semester (or equivalent) is not allowed except by appeal to latewithdraw@baylor.edu.

Cancellations
Cancellation describes when a student has decided not to attend a semester (or equivalent) and drops all their classes for that semester (or equivalent) prior to the 1st class day. Cancellation classes are not allowed on the 1st day of classes and thereafter. See the “Academic Calendar” section for deadlines. All classes must be cancelled in BearWeb prior to 1st class day. For a quicker reversal of other fees (Parking Permits, Meal Plans, Health Insurance, etc.) and other information about refunds, contact Student Accounts to ensure account activity is correct.

Academic Effects of Cancellations
- Canned classes do not appear on the official academic transcript.

Financial Effects of Cancellations
- Requests for the cancellation of related fees and refunds must be made in writing by the student via email inquiry at www.baylor.edu/sfs/contactus (http://www.baylor.edu/sfs/contactus/).
- Cancellation requests must be received prior to the 1st class day of the term. For cancellations, all tuition, fees, and meal plans will be refunded at 100 percent.
- Late cancellation requests received on the 1st class day or after are subject to a late cancellation fee if non-attendance has been verified. ($150 during first week and $300 thereafter).

Dropping Classes
Dropping one or more, but not all, classes from a student’s schedule through the 50th class day of the semester. (To discontinue all classes from the term, see University Withdrawal.) See “Academic Calendar” for deadlines for all terms.

A student has the option to drop a class prior to or during a semester (or equivalent). Prior to dropping a class, a student should review, “Before you Drop a Course.” https://www.baylor.edu/university_advisement (https://www.baylor.edu/university_advisement/)

Academic Effects of Drops
- Through the 50th class day, drops can be processed in BearWeb. Beginning on the 13th class day of the semester (or equivalent), the student must obtain Advisor approval notation to drop in BearWeb.
  - A drop through the 12th class day of the semester (or equivalent) results in the course being removed from the official academic transcript.
  - After the 12th and through the 50th class day (or equivalent), a drop in one or more classes requires a professional advisor approval and results in a “W” notation on the official academic transcript. There are no drops after the 50th class day during the semesters (or equivalent) except by appeal to the student’s academic dean.
  - Failure to drop a class will result in the instructor posting the grade the student has earned at the end of the term (i.e., an “F”).
  - Prior to dropping a class, a student is expected to attend class regularly.
  - A student dropping a nursing class for any reason will be dropped from all corequisite classes that are linked to the class.

Financial Effects of Drops
- Beginning with the 13th class day for fall and spring terms (3rd class day for summer), a Change of Course fee will be assessed for all schedule changes.
  - Refunds for dropped classes (tuition and lab/course fees) during the fall and spring terms include the following policies:
    - Because of the flat-rate tuition, there is no refund adjustment for a student who drops classes unless the billable hours are reduced below 12 as the result of a dropped class.
  - Refunds for dropped classes (tuition and lab/course fees) during the semester (or equivalent) will be processed according to the following refund schedule:


<table>
<thead>
<tr>
<th>Term</th>
<th>Semester</th>
<th>Trimester</th>
<th>Full Summer</th>
<th>Summer 1 &amp; 2</th>
<th>Minimester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the 5th class end of day</td>
<td>100%</td>
<td>100%</td>
<td>3rd class</td>
<td>2nd class</td>
<td>1st class</td>
</tr>
<tr>
<td>Prior to the 10th class end of day</td>
<td>75%</td>
<td>75%</td>
<td>4th class</td>
<td>2nd class</td>
<td>2nd class</td>
</tr>
<tr>
<td>Prior to the 15th class end of day</td>
<td>.50%</td>
<td>.50%</td>
<td>6th class</td>
<td>3rd class</td>
<td>3rd class</td>
</tr>
<tr>
<td>Prior to the 20th class end of day</td>
<td>25%</td>
<td>25%</td>
<td>7th class</td>
<td>4th class</td>
<td>4th class</td>
</tr>
<tr>
<td>Prior to the 21st class end of day</td>
<td>0%</td>
<td>0%</td>
<td>8th class</td>
<td>5th class</td>
<td>5th class</td>
</tr>
</tbody>
</table>
An extensive refund schedule for all terms can be found at www.baylor.edu/sfs/droprefunds (http://www.baylor.edu/sfs/droprefunds/).

To determine how a refund is calculated, multiply the number of hours the student will drop by the applicable percentage rate above based on the day of the drop. This calculation will determine the number of hours to subtract from the number of enrolled hours. The student is financially liable for the remaining enrolled hours plus the determined percentage of dropped hours.

For example, if a student enrolled in 9 hours drops a 3-hour class prior to the 15th class day, multiply the 3 dropped hours by 50% (1.5 hours), subtract the 1.5 hours from the original 9 hours, and the student is left with 7.5 billable hours. If the student is enrolled in a graduate program that offers the flat-rate tuition plan, there will be no tuition adjustment unless the billable hours are reduced below 12 as a result of a dropped class.

Changes in the number of enrolled hours can affect financial aid eligibility. A student should contact the Baylor One Stop for information about how dropping a class might affect his or her financial aid award package.

University Withdrawal

University Withdrawal describes officially discontinuing participation in all classes for which a student is registered on or after the 1st class day of the term. A student cannot withdraw from the university after the 50th class day of a semester (or equivalent). Beginning the 1st class day of each term, a student will not be able to drop all courses from their class schedule on BearWeb, but they will be able to submit a University Withdrawal Form (https://www.baylor.edu/successcenter?id=871527).

Students who want to understand fully the implications of this action may schedule a withdrawal conversation with the Center for Academic Success & Engagement.

To withdraw officially from the University, a student must submit the online Withdrawal Form. Students who are unable to use the electronic form, by exception, can declare their intent to withdraw verbally by calling their designated official per the list below.

### Program | Exit Conversation |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Campus (Waco)</td>
<td>Center for Academic Success &amp; Engagement</td>
</tr>
<tr>
<td>Post-Bacc Accelerated BSN (Dallas)</td>
<td>Associate Dean</td>
</tr>
</tbody>
</table>

A student who withdraws prior to the 12th class day in their first semester (or equivalent) at the University will be subject to readmission to the University for future semesters. Please contact your admissions office.

While Baylor University is not an attendance-taking institution, upon confirmation by a student's instructors of non-attendance, the University reserves the right to cancel or withdraw the student for that term with an effective date matching the last known date of academic attendance or engagement.

**Withdrawal Conversation**

For a nursing student on the Dallas campus, an exit conversation with their Associate Dean is required immediately after submitting a University Withdrawal.

<table>
<thead>
<tr>
<th>Program</th>
<th>Exit Conversation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing (Dallas)</td>
<td>Required</td>
</tr>
<tr>
<td>Main Campus (Waco)</td>
<td>Not required</td>
</tr>
</tbody>
</table>

**Academic Effects of a University Withdrawal**

- The University Withdrawal effective date is established by the date on which a student submits the mandatory University Withdrawal Form (https://www.baylor.edu/successcenter?id=871527) (or in exceptional cases declares their official intent to withdraw to their designated official verbally).

- Contact with the Center for Academic Success and Engagement can be initiated in person (west basement of Sid Richardson during regular business hours), by telephone (254-710-8696), or by emailing case@baylor.edu.

- When a student withdraws from the University, the assigned “W” is based on the effective date of the University Withdrawal. Please see the “Academic Calendar” section for the respective dates.

- The required University Withdrawal Form (https://www.baylor.edu/successcenter?id=871527) and additional information is available online at www.baylor.edu/case (http://www.baylor.edu/case/).

- Any other procedure will lead to failure in all classes for which the student is registered. Under no circumstances does notification to instructors or dropping classes constitute an official University Withdrawal.

**Financial Effects of a University Withdrawal**

- If the student fails to contact the Center for Academic Success and Engagement and simply stops attending, then the following policies apply:
  - Tuition, fees, meal plans and other applicable charges will not be adjusted on the student's account.
  - Financial aid credits, however, may be reversed as required by federal regulations.
  - Refunds of tuition, fees, or other charges are applied to any outstanding balance owed to the University.

- Any credit balance remaining after all processing is complete will be sent by direct deposit (if bank account is designated in BearWeb) or mailed to the student at his/her home address listed in BearWeb.

- Refunds of tuition and required fees (Chapel Fee, Laboratory/Course Fees, Administrative Fee and Applied Music Fee) are based on the effective University Withdrawal date and are prorated on a per diem scale based on the total number of calendar days in that payment period.

- There are no refunds for University Withdrawals that occur after 60 percent of the payment period has passed. A payment period is defined as the total number of calendar days in the semester (from the published 1st class day through the published last day of finals) excluding the five-calendar day Thanksgiving break and the nine-calendar day spring break.

- To obtain a calendar schedule of refund percentages, please visit the Student Financial Services website www.baylor.edu/sfs/droprefunds/
Dropping an Audited Class
A student who drops an audited class by the fifth (5th) class day (fall/ spring) is eligible for a full refund. No refund for an audited class is given after the fifth (5th) class day. Full refunds also apply to a student who drops an audited class by the third (3rd) class day for the full summer session, by the second (2nd) class day for the summer I and II, and the first (1st) class day for the Minimester. No refunds are given after the designated class drop date.

Right to Withhold Transcripts and/or Block Registration
Baylor University may withhold the issuance of a transcript record and/or block the registration of any current or prior student if the student has certain outstanding obligations to the University. Please see https://www.baylor.edu/registrar/studentreactivation for the complete transcript and registration hold policy.

Assistantships
The University provides many students with stipend support, which is available with varying compensation levels depending upon the nature of the service and the amount of time required of the students. Specific information and opportunities may be obtained from the chairperson or the graduate program director in the degree program of your choice. In addition to University-funded stipends, there are foundation grants that provide funds for various kinds of assistantships. Students receiving assistantships must maintain an overall grade point of 3.0 to avoid being placed on probation. Probationary status makes the student ineligible for University funding. Graduate stipends are usually awarded by the graduate programs and fall into the following classifications:

Graduate Assistant
A Graduate Assistant (GA) is a student-employee paid by the University to engage in activities related to their academic degree programs under the following conditions. GAs are identified based on two criteria: the nature of their work and the nature of their relationship to the university.

• The nature of their work: GAs are full-time students whose primary responsibilities are their academic and professional development. Thus, their roles and responsibilities are directly related to and often part of their academic requirements. Examples of GA works include:
  • Serving as a “teacher of record” or teaching assistant to another instructor
  • Serving as a research assistant on a range of research or scholarly projects as defined by their discipline, such as working in a lab, assisting with a journal, or editing a book
  • Serving as a TA or RA or in other roles related to their professional development outside their home academic department

• The nature of their relationship to the university: GAs are identified by their Graduate Program Directors and approved by the Graduate School. They are full-time students who are awarded, normally as part of their admission into their program, full tuition and stipend funding for all or most of the time required to complete their degree and are eligible for subsidized student health insurance per the Graduate School’s insurance subsidy policy.

• GAs are employed on an on-going basis, either 10-months or 12-months per year, throughout their enrollment in a graduate degree program, subject to continuing academic eligibility and other factors.

• GAs must retain full-time enrollment and are expected to devote an average of 20 hours per week to their assistantship responsibilities. Graduate Assistants may be assigned and compensated for more than 20 hours with approval of the Graduate Dean, but may not be
assigned more than 28 hours of work that is not directly related to their academic program.

**Graduate Student Employees**

Graduate students who are employed by the University but whose employment or relationship to the university does not meet the definition of a Graduate Assistant as defined in the Graduate Assistant Policy are classified as either a Graduate Student Employee (GSE) – Monthly or Graduate Student Employee (GSE) – Bi-Weekly. The exempt (monthly) or non-exempt (bi-weekly) distinction is based solely on the primary work duties assigned to the graduate student, as further explained below. GSEs may be assigned up to 20 hours of work per week. Additional hours must be approved by the Graduate Dean.

**Graduate Student Employee (GSE) – Monthly**

A non-GA graduate student performing professional services utilizing knowledge or experience beyond the experience of an undergraduate and whose primary duties are teaching or research, as defined by the US Department of Labor. Based on the duties performed, GSE – Monthly employees are classified as exempt employees in the performance of work duties for wage and hour purposes. Examples of exempt GSE assignments include the following.

- A graduate student who is employed as teacher of record for a single course
- A graduate student who is employed to conduct research under the direction of a faculty member

In many cases, the work performed by GSE monthly employees ( exempt professional work) may be very similar or even identical in nature to work being performed by GA’s. However, a Graduate Assistantship is not awarded to every graduate student performing professional exempt services at the university.

**Graduate Student Employee (GSE) – Bi-Weekly**

A graduate student performing non-exempt work as defined by the US Department of Labor. Examples of non-exempt GSE assignments include assisting with the professional or administrative functions of the university.

Baylor University is a member of the Council of Graduate Schools (CGS). Baylor abides by a CGS Resolution, “Resolution Concerning Graduate Scholars, Fellow, Trainees and Assistants,” that concerns the conditions surrounding the acceptance of offers of certain kinds of graduate student financial assistance, namely, scholarships, fellowships, traineeships, and assistantships. The general spirit of the Resolution is that students should have an opportunity to consider more than one offer and should have until April 15 to do so, that institutions and students should be able to view acceptances in force after April 15 as binding, that everyone should know what the rules are, and that an offer by the institution and its acceptance by the student constitute an agreement which both expect to honor. The Resolution acknowledges that students, after having accepted an offer, may change their minds and withdraw that acceptance. The intent of the Resolution is to provide a uniform and widely acceptable framework for so doing, one that provides protection for both student and institution. Full text of the Resolution can be viewed at www.cgsnet.org/pdf/resolution.pdf. The April 15 date applies to fall applications submitted by the Graduate School’s posted deadline.

**Fellowships and Scholarships**

In addition to assistantships noted above, there may be other sources of funding to support your graduate studies. The Graduate School website (www.baylor.edu/graduate (http://www.baylor.edu/graduate/)) posts funding opportunities and assistantship opportunities under the “Current Students” heading.

1. **Graduate School Fellowship (Enhancement) – GSF**: Fellowship granted by the Graduate School Dean to graduate students to assist with living costs while engaged in studies at the University. Award of fellowship is based on excellent academic qualifications. No past, present, or future services are performed as a condition to receiving this fellowship.

2. **Departmental Graduate Tuition Scholarship – DGTS**: Scholarship awarded by an academic program to graduate students to cover tuition costs. Award of scholarship is based on excellent academic qualifications. No past, present, or future services are performed as a condition to receiving this scholarship.

The Vice Provost for Research maintains an extensive listing of graduate fellowships at www.baylor.edu/research/index.php?id=937053 (http://www.baylor.edu/research/?id=937053). Websites for many departments at Baylor also provide information about funding available to students majoring in those graduate programs.

**Financial Aid**

Financial aid programs available to graduate students include Federal Work-Study, Direct Unsubsidized Loans, Direct Grad PLUS Loans, and alternative loans through various private lenders. Apply for aid by completing the Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov (http://www.studentaid.gov). Visit the website at www.baylor.edu/sfs (http://www.baylor.edu/sfs/) for additional information regarding the financial aid application process.