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. Cancellations 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 the 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
- Canceled 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</th>
<th>Summer 1 &amp; 2</th>
<th>Minimester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5th class</td>
<td>Week 1 - 100%</td>
<td>3rd class</td>
<td>2nd class</td>
<td>1st class</td>
</tr>
<tr>
<td>Prior to the end of day</td>
<td>100%</td>
<td>day</td>
<td>- 100%</td>
<td>day</td>
<td>- 100%</td>
</tr>
<tr>
<td></td>
<td>10th class</td>
<td>Week 2 - 75%</td>
<td>7th class</td>
<td>4th class</td>
<td>2nd class</td>
</tr>
<tr>
<td>Prior to the end of day</td>
<td>75%</td>
<td>day</td>
<td>- 75%</td>
<td>day</td>
<td>- 75%</td>
</tr>
<tr>
<td></td>
<td>15th class</td>
<td>Week 3 - 50%</td>
<td>11th class</td>
<td>6th class</td>
<td>3rd class</td>
</tr>
<tr>
<td>Prior to the end of day</td>
<td>50%</td>
<td>day</td>
<td>- 50%</td>
<td>day</td>
<td>- 50%</td>
</tr>
<tr>
<td></td>
<td>20th class</td>
<td>14th class</td>
<td>7th class</td>
<td>4th class</td>
<td></td>
</tr>
<tr>
<td>Prior to the end of day</td>
<td>- 25%</td>
<td>day</td>
<td>- 25%</td>
<td>day</td>
<td>- 25%</td>
</tr>
<tr>
<td></td>
<td>21st class</td>
<td>15th class</td>
<td>8th class</td>
<td>5th class</td>
<td></td>
</tr>
<tr>
<td>Prior to the end of day</td>
<td>- 0%</td>
<td>day</td>
<td>- 0%</td>
<td>day</td>
<td>- 0%</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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Exit Conversation</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 upon 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/
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/ risk/doc.php/342480.pdf 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

Appeals for Exception to University Withdrawal and Return Policy
Students are not permitted to withdraw after the 50th class day of the semester or the last day for a University Withdrawal in any other term. It is critical that students follow these deadlines. Exceptions to this policy may be granted when extraordinary circumstances (e.g., medical or health emergencies) have impacted academic performance, have limited the ability to submit a timely withdrawal request, or make recording a grade of “Incomplete” inappropriate. Consideration of a subsequent appeal for exception to this policy, regardless of the outcome of the first, would be extraordinarily unlikely. Further information about requesting this exception may be found at: www.baylor.edu/case (http://www.baylor.edu/case/). The deadline for submitting a withdrawal exception must be made no later than the day before the next term begins.

A student receiving an approved appeal for an exception to the University Withdrawal deadline may not re-enroll during the subsequent full semester. For example, if the student seeks the withdrawal exception at the end of the spring semester, he or she will not be eligible to return until the following spring semester. The student must apply for reactivation when he or she is prepared to re-enroll. Procedures for reactivation may be found at: https://www.baylor.edu/registrar/studentreactivation (https://www.baylor.edu/registrar/studentreactivation/), and further detail about returning after a withdrawal exception may be found at: www.baylor.edu/case (http://www.baylor.edu/successcenter/).
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 Regarding 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.