

# CANCELLATIONS, DROPPING COURSES, AND WITHDRAWALS

## Cancellations

Cancellation (removing all classes) occurs when a student decides not to attend classes for a term prior to the first class day for that term. Cancelling classes is not allowed on the first day of class and thereafter. To cancel classes, the student must drop the classes in BearWeb prior to the first day of class or notify the Law School Registrar of their desire to cancel classes prior to the first day of class. Students with questions about cancellation of classes should consult with the Law School Registrar.

**Academic Effects** - Cancelled classes do not appear on the official academic transcript.

**Financial Effects** - Cancellation and related refund requests must be made by the student and can be emailed to One Stop Student Financial Services (<https://onestop.web.baylor.edu/contact-us/>). Cancellation requests must be received prior to the first class day for the term. For cancellations, all tuition, fees, and meal plans will be refunded at 100 percent.

## Dropping Courses

A drop occurs when a student drops one or more, but not all, classes from a student's schedule from the first class day through the last day of classes for the term.

### First Year Courses

The scheduled first-year course of study, as provided at the time of enrollment, is not subject to variation except by express permission of the Associate Dean, which will be granted only in extraordinary circumstances.

### Second and Third Year Courses

A student not on academic probation may drop any course, as long as it is not a limited enrollment course, during the first nine weeks of the quarter. Limited enrollment courses may not be dropped after the Friday immediately preceding the first day of class for the quarter. When dropping a class before and during the first twelve class days of the term, the course will not show on the student's transcript. After the 13th day of class, a "DP" will be noted on the student's transcript unless the student is failing at the time the course is dropped, in which case "DF" will be noted (dropped failing; counts in G.P.A.). No student will be allowed to drop any course after the last class day of the ninth week of any quarter for courses that meet during the entire term, or the last business day before the first meeting of the class for boot camp classes and other classes that meet for shorter periods of time during the quarter, without:

1. unusual circumstances,
2. certification of the instructor that the student is not failing the course, and
3. permission of the Associate Dean or Senior Assistant Dean.

Students can add/drop in BearWeb through the end of the first week of each quarter. To drop a course after the first week of the quarter, a student must contact a member of the Law School Registrar's Office in

person or by email to request to drop a course. To drop a course after the second week of the term, a course drop request form, which can be obtained from the Law School Registrar's Office, must be signed by the instructor and submitted to a member of the Law School Registrar's Office staff. The course drop form must be signed by the instructor. Failure to officially drop a course will result in a grade of "F."

## Financial Effects of Course Drops

The following tuition and fee refund rules apply in the case of the dropping of courses:

- 100 percent refund if a course is dropped during the first week of classes
- 75 percent refund if a course is dropped on the 6th or 7th calendar days from start of term
- 50 percent refund if a course is dropped on the 8th through 10th calendar days from start of term
- 25 percent refund if a course is dropped on the 11th through 13th calendar days from start of term
- No refund if a course is dropped on the 14th or later calendar days from start of term

## Withdrawal from the Law School

A student who finds it necessary to withdraw from the Law School during the term must arrange for an Official Withdrawal by contacting the Associate Dean, Senior Assistant Dean or Registrar for an exit interview. The student must then complete an online Withdrawal Form, which can be obtained online at <https://professionaleducation.web.baylor.edu/student-resources/professional-program-student-withdrawal> (<https://professionaleducation.web.baylor.edu/student-resources/professional-program-student-withdrawal/>). The last day a student may completely withdraw is the last class day for the term in which the student is enrolled. Notifying a professor of the student's intent to withdraw does not constitute an official withdrawal from the University.

For refund percentages of tuition and fees for complete withdrawals, go to <https://onestop.web.baylor.edu/cost-payment/refunds-direct-deposit/cancellationwithdrawal-refunds-policies> (<https://onestop.web.baylor.edu/cost-payment/refunds-direct-deposit/cancellationwithdrawal-refunds-policies/>).

A student who is dismissed from the school or who chooses to withdraw from school after having breached probation will be subject to these tuition refund rules as in the case of any other complete withdrawal from school.

**Academic Effects of Withdrawal** – The effective date of the withdrawal is established by the date on which the student submits the mandatory withdrawal form (<https://professionaleducation.web.baylor.edu/student-resources/professional-program-student-withdrawal/>). When a student withdraws from the Law School, the assigned "W" is based upon the effective date of the submission of the withdrawal form. Failure to properly withdraw with the Law School will result in failure of classes.

**Financial Effects of Withdrawal** – Refunds of tuition, fees or other charges are applied to any outstanding balance owed to the University. Refunds of tuition and fees are based on the effective date of the withdrawal. Students who received scholarships or other financial aid should contact a financial aid counselor to discuss the financial implications of withdrawal. To obtain a calendar schedule of refund percentages, please visit the Student Financial Services website at

One Stop Student Financial Services (<https://onestop.web.baylor.edu/contact-us/>) or call 254-710-2311.

Financial aid recipients are not eligible for refund until all of the financial aid programs are reimbursed in accordance with federal, state, and University requirements. To obtain information about the return of financial aid funds, contact the Baylor One Stop at [https://onestop.web.baylor.edu/contact-us](https://onestop.web.baylor.edu/contact-us/) (<https://onestop.web.baylor.edu/contact-us/>) or call 254-710-2611.

A student residing in campus housing must contact the Campus Living & Learning office to obtain information about applicable housing adjustments and penalties. Campus Living & Learning can be reached at [Living@baylor.edu](mailto:Living@baylor.edu) or by calling 254-710-3642. Additional information is available online at <https://cll.web.baylor.edu/>. A student must follow the proper check-out procedure outlined in the Guide to Community Living and must vacate campus housing within 48 hours of the withdrawal date.

## **Students Called for Active Military Duty**

An enrolled student who withdraws as a result of being called into active military duty (reserves or National Guard) may choose to:

1. receive a refund of tuition and fees paid toward the current term, or
2. be given full credit of tuition and fees paid toward the current term to apply toward future term's charges for enrollment, or
3. if late enough in the term, request an "incomplete" so that the remainder of the work could be completed at a later date and receive no refund or credit of tuition and fees.

If the student has met the academic requirements for the term, a grade will be assigned and no tuition refund or credit will be granted.

Board charges are refunded on a pro rata basis on the date of the student's withdrawal. Room charges are refunded on a pro rata basis based on the date a student officially vacates on-campus housing.

Students having federal/state financial aid will be withdrawn according to the published withdrawal policy. Any refund or credit for a student being called into active military duty who has such financial aid will be considered on a case-by-case basis.

## **University Withdrawal**

Upon confirmation by a student's instructors of persistent 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.

## **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://risk.web.baylor.edu/public/documents/right-withhold-transcripts-andor-block-registration> (<https://risk.web.baylor.edu/public/documents/right-withhold-transcripts-andor-block-registration/>) for more information.