

# CANCELLATIONS, DROPS, AND UNIVERSITY WITHDRAWALS

## Fall and Spring Semesters

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

## Quarters, Trimesters, OMBA, 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 1<sup>st</sup> day of classes.
- Drop – Dropping one or more, but not all, classes from a student's schedule from the 1<sup>st</sup> class day through the 50th class day in a semester (or equivalent).
  - Drops from the 1<sup>st</sup> class day through the 12<sup>th</sup> class day in a semester (or equivalent) are removed from the student's transcript.
  - Drops after the 12<sup>th</sup> class through the 50<sup>th</sup> 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.
- University Withdrawal – Officially discontinuing participation in all classes for which a student is registered on or after the 1<sup>st</sup> 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. (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. Cancelling classes is 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 1<sup>st</sup> 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.

Deadline	Semester	Quarter	Trimester	OMBA
Cancellation	Before 1st class day	Before 1st class day	Before 1st class day	Before 1st class day
Drop without a "W" grade	12th class day	8th class day	10th class day	4th class day
Withdrawal	50th class day	35th class day	48th class day	22nd class day

## Academic Effects of Cancellations

- Cancelled 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](mailto:www.baylor.edu/sfs/contactus). (<http://www.baylor.edu/sfs/contactus/>)

- Cancellation requests must be received prior to the 1<sup>st</sup> 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 1<sup>st</sup> 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 (or equivalent). (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/index.php?id=869911](https://www.baylor.edu/university_advisement/index.php?id=869911). ([https://www.baylor.edu/university\\_advisement/?id=869911](https://www.baylor.edu/university_advisement/?id=869911))

## Academic Effects of Drops

- Through the 50th class day, drops can be processed in BearWeb. Beginning on the 13<sup>th</sup> 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, 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 of the semester (or equivalent), a Change of Course fee will be assessed for all schedule changes.
- Refunds for dropped classes (tuition and lab/course fees) during the semester (or equivalent) will be processed according to the following refund schedule:

Prior to the end of	Semester	Quarter	Trimester	OMBA	Full Summer	Summer 1&2
Prior to the end of	5th class day - 100%	Week 1 - 100%	Week 1 - 100%	1st class day - 90%	3rd class day - 100%	2nd class day - 100%
Prior to the end of	10th class day - 75%	Week 2 - 50%	Week 2 - 50%	2nd class day - 70%	7th class day - 75%	4th class day - 75%
Prior to the end of	15th class day - 50%	Week 3 - 0%	Week 3 - 0%	3rd class day - 50%	11th class day - 50%	5th class day - 50%
Prior to the end of	20th class day - 25%			4th class day - 30%	14th class day - 25%	7th class day - 25%

Prior to the end of	21st class day - 0%	5th class day - 0%	15th class day - 0%	8th class day - 0%
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An extensive refund schedule for all terms can be found at [www.baylor.edu/sfs/droprefunds](http://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 Financial Aid Office for information about how dropping a class might affect his or her financial aid award package.

### University Withdrawal

Officially discontinuing participation in all classes for which a student is registered on or after the 1<sup>st</sup> 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. Beginning the 1st class day of each term, a student will not be able to drop all courses from their complete class schedule on BearWeb, but they will be able to submit a University Withdrawal Form. (<https://www.baylor.edu/successcenter/?id=871527>) The University reserves the right to withdraw the student for a term with an effective date matching the last known date that the student attended class upon confirmation by a student's instructors.

\*\*\*Students considering withdrawal are encouraged to schedule a meeting with their advisor or program director to understand fully the implications prior to taking this action.\*\*\*

To withdraw officially from the University, a student must submit the online University Withdrawal (<https://www.baylor.edu/successcenter/?id=871527>) Form. (<https://www.baylor.edu/successcenter/?id=871527>) 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	Designated Official
Main Campus (Waco)	Center for Academic Success and Engagement (254)710-8696
EMBA	Center for Academic Success and Engagement (254) 710-8696
Online Programs	Center for Academic Success and Engagement (254) 710-8696
Nursing (Dallas)	Center for Academic Success and Engagement (254) 210-8696

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 students in online programs and in the Dallas nursing program, a withdrawal conversation is required immediately after submitting a University Withdrawal Form. (<https://www.baylor.edu/successcenter/?id=871527>)

Program	Exit Conversation
Online Programs	Required
Nursing (Dallas)	Required
Main Campus (Waco)	Not Required
EMBA	Not Required

### Academic Effects of 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 verbally declares their official intent to withdraw to their designated official).
- For students on the Waco campuses, contact with the Center for Academic Success and Engagement can be initiated in person in the west basement of Sid Richardson during regular business hours, by telephone (254) 710-8696, or via email at [case@baylor.edu](mailto:case@baylor.edu). ([Academic\\_Support@baylor.edu](mailto:Academic_Support@baylor.edu))
- For students in the online programs, contact your program director or advisor.
- For students in the Dallas nursing program, contact your associate dean.
- 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/case/?id=978705>) and additional information is available online at [www.baylor.edu/case/](http://www.baylor.edu/case/) (<http://www.baylor.edu/case/>) under Student Resources: University Withdrawal.
- 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 University Withdrawal

- If the student fails to contact their designated official listed above 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 at [www.baylor.edu/sfs](http://www.baylor.edu/sfs), (<http://www.baylor.edu/sfs/>) email the Student Accounts Office, or call (254) 710-2311.
- Unless specifically noted, other fees are considered non-refundable.
- Unused Dining Dollars are refunded upon University Withdrawal.
- Meal plan refunds are calculated pro rata based on the University Withdrawal effective date. An administrative charge equal to one week of the meal charge for the student's respective meal plan will be assessed.
- A student receiving scholarships or other financial aid should contact a financial aid counselor to discuss the financial implications of a University Withdrawal.
- Financial aid recipients are not eligible for a 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 Student Financial Aid office at (254) 710-2611 or email [FinancialAid@baylor.edu](mailto:FinancialAid@baylor.edu). ([FinancialAid@baylor.edu](mailto:FinancialAid@baylor.edu)) Additional contact information is available online at [www.baylor.edu/sfs](http://www.baylor.edu/sfs). (<http://www.baylor.edu/sfs/>)
- A student residing in campus housing must contact the Campus Living & Learning office to obtain information about any 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 [www.baylor.edu/cll](http://www.baylor.edu/cll). (<http://www.baylor.edu/cll/>) 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 University Withdrawal effective date.

#### **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) (<http://www.baylor.edu/case/>).

To reactivate for a future term, prior to registration, please contact your program director.

#### **Academic Non-Engagement Policy**

- 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.

#### **Procedure**

- If the Office of the Registrar is made aware of concern that a student has either ceased or never began academic attendance for classes in a given term, and the student has failed to adjust his or her class schedule accordingly, the University may contact the student's other instructors to confirm the student's academic attendance across all registered classes.
- The University will make reasonable efforts to contact the student regarding their academic attendance.
- Upon confirmation that a student has ceased attending, or never attended, classes for a term, and if the student fails to withdraw from the University or make appropriate schedule adjustments, 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.
- Particular attention will be paid to this for students who never attended based on instructor verification of class rosters. Efforts will be made to cancel these students' schedules by the term census date.
- The University will notify the student in writing if he or she is withdrawn for the term.
- Potential Impacts
  - The student will need to complete all appropriate steps in order to return to the University for a subsequent term.
  - Financial aid will be returned in accordance with any federal, state and institutional regulation and/or policy; withdrawal calculations will use the last known date of academic attendance.
- Student Financial Accounts will update charges to a student's account based on the last date of academic attendance. A reasonable fee may be applied for late cancellations.

#### **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 [www.baylor.edu/student\\_policies/financial](http://www.baylor.edu/student_policies/financial) ([http://www.baylor.edu/student\\_policies/financial/](http://www.baylor.edu/student_policies/financial/)) for the complete transcript and registration hold policy.