CANCELLATIONS, DROPS, AND UNIVERSITY WITHDRAWALS

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

Quarters, Trimesters, OMBA, and Summer Terms
The information in this section is described using fall and spring semester 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 class day through the 50th class day in a semester (or equivalent).
• 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.
• University Withdrawal – Officially discontinuing participation in 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. (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 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.

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/)

Academic Effects of Cancellations
• Cancelled classes do not appear on the official academic transcript.

Prior to the end of the semester

<table>
<thead>
<tr>
<th>Semester</th>
<th>Quarter</th>
<th>Trimester</th>
<th>OMBA</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th class day - 100%</td>
<td>Week 1 - 100%</td>
<td>Week 1 - 100%</td>
<td>1st class day - 90% day - 100%</td>
</tr>
<tr>
<td>10th class day - 75%</td>
<td>Week 2 - 50%</td>
<td>Week 2 - 50%</td>
<td>2nd class day - 70% day - 75%</td>
</tr>
<tr>
<td>15th class day - 50%</td>
<td>Week 3 - 0%</td>
<td>Week 3 - 0%</td>
<td>3rd class day - 50% day - 50%</td>
</tr>
<tr>
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<td>4th class day - 20%</td>
<td>4th class day - 25%</td>
<td>7th class day - 25%</td>
</tr>
</tbody>
</table>

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/?id=869911)

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 after the 12th class (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 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:

<table>
<thead>
<tr>
<th>Prior to the end of</th>
<th>Semester</th>
<th>Quarter</th>
<th>Trimester</th>
<th>OMBA</th>
<th>Full</th>
<th>Summer</th>
<th>Summer</th>
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<tr>
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<td>Week 1 - 100%</td>
<td>Week 1 - 100%</td>
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<td>3rd class day - 90% day - 100%</td>
<td>2nd class day - 100%</td>
<td>2nd class day - 100%</td>
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</tr>
<tr>
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<td>Week 2 - 50%</td>
<td>Week 2 - 50%</td>
<td>2nd class day - 70% day - 75%</td>
<td>4th class day - 75%</td>
<td>4th class day - 75%</td>
<td>4th class day - 75%</td>
<td>4th class day - 75%</td>
</tr>
<tr>
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<td>Week 3 - 0%</td>
<td>Week 3 - 0%</td>
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<td>5th class day - 50%</td>
<td>5th class day - 50%</td>
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<tr>
<td>20th class day - 25%</td>
<td>4th class day - 20%</td>
<td>4th class day - 25%</td>
<td>7th class day - 25%</td>
<td>7th class day - 25%</td>
<td>7th class day - 25%</td>
<td>7th class day - 25%</td>
<td>7th class day - 25%</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 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 first day of classes through the 50th class day in a semester (or equivalent). If 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 that term with an effective date matching the last known date of academic attendance or engagement.

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)

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

**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. (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/) 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.
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/) for the complete transcript and registration hold policy.