

## Undergraduate Catalog Addendum – 5/13/2022

### 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 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> day classes through the 50<sup>th</sup> 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 50<sup>th</sup> 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 1<sup>st</sup> day of classes through the 50<sup>th</sup> class day in a semester (or equivalent). A university withdrawal after the 50<sup>th</sup> class day in a semester (or equivalent) is not allowed except by appeal to [Latewithdraw@baylor.edu](mailto: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 1<sup>st</sup> class day. Cancelling classes is not allowed on the 1<sup>st</sup> 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.

#### *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](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 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. (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)

### *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 (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*

- Refunds for dropped classes (tuition and lab/course fees) during the semester (or equivalent) will be processed according to the following refund schedule:

	Semester	Trimester	Full Summer	Summer 1&2	Minimester
Prior to the end of	5 <sup>th</sup> class day – 100%	Week 1 – 100%	3 <sup>rd</sup> class day – 100%	2 <sup>nd</sup> class day – 100%	1 <sup>st</sup> class day – 100%
Prior to the end of	10 <sup>th</sup> class day – 75%	Week 2 – 50%	7 <sup>th</sup> class day – 75%	4 <sup>th</sup> class day – 75%	2 <sup>nd</sup> class day – 75%

Prior to the end of	15 <sup>th</sup> class day – 50%	Week 3 – 0 %	11 <sup>th</sup> class day – 50%	6 <sup>th</sup> class day – 50%	3 <sup>rd</sup> class day – 50%
Prior to the end of	20 <sup>th</sup> class day – 25%		14 <sup>th</sup> class day – 25%	7 <sup>th</sup> class day – 25%	4 <sup>th</sup> class day – 25%
Prior to the end of	21 <sup>st</sup> class day - 0%		15 <sup>th</sup> class day – 0%	8 <sup>th</sup> class day – 0%	5 <sup>th</sup> class day – 0%

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

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](#).

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	Designated Official
Main Campus (Waco)	Center for Academic Success & Engagement
Post-Bacc Accelerated BSN (Dallas)	Associate Dean

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.

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

#### *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](#) (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](mailto: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](#) 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/contactus](http://www.baylor.edu/sfs/contactus) 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.

- Block meal plans are not prorated and will not be credited upon withdrawal.
- 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 [www.baylor.edu/sfs/contactus](http://www.baylor.edu/sfs/contactus) or at 254-710-2611.
- 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). 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). 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: [www.baylor.edu/registrar](http://www.baylor.edu/registrar), and further detail about returning after a withdrawal exception may be found at: [www.baylor.edu/case](http://www.baylor.edu/case).

### 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.