

BAYLOR UNIVERSITY

Course Drop Request

Spring Summer Fall
Year: _____

Name: _____ Baylor ID: _____ Phone: _____

Degree: _____ Major: _____ Classification: _____

COMPLETE THIS CHECKLIST BEFORE MEETING WITH AN ADVISOR.

Submit this form to your academic advisor for approval to drop a course during the 'W' drop period. Upon receiving approval, you will have 72 hours to drop the course(s) from your schedule. Go to BearWeb for your advisor's contact information.

WARNING: It will not be possible to reverse actions you take in BearWeb if you drop the incorrect course, whether intentionally or accidentally.

Check the boxes below that you understand the following:

_____ Satisfactory Academic Progress for Financial Aid
You must remain in full time status and **successfully** complete 75% of the courses you are enrolled in beginning the 12th class day of the semester in order to remain eligible for financial aid. Contact the Student Financial Aid office at 254.710.2611 if you have questions about this.

_____ Undergraduate Course Repeat Policy

- A student can only attempt any one course up to three times. A "W" counts as an attempt.
- Students who receive a grade or a "W" notation cannot take this course at another university.
- Some majors will have stricter repeat policies. Check your catalog for specific details.

1. Which course(s) are you planning to drop?

CRN	Section	Course Prefix and Number	Hours

2. Why are you dropping the course(s)? Check all that apply to your situation:

- _____ Enrolled in too many hours
- _____ Change in life circumstance (Health, personal crisis, work obligations)
- _____ Poor academic performance in course
- _____ Changed major, so no longer need this course
- _____ Other (Please explain)

3. Are you dropping below 12 hours? Please consider the following:

- a. **Living on campus:** Students who drop below 12 hours must sign a form in Campus Living and Learning and leave it on file for the semester in that office – Penland Hall, 1110 S. 5th. Ph. 254.710.3642
- b. **Financial aid:** Please contact the Student Financial Aid Office at Financial_Aid@baylor.edu or by phone at 254.710.2611 to determine how the drop will affect your financial aid including scholarships.
- c. **International students on an F-1 or J-1 Visa:** Dropping below 12 hours could render you out of status with the U.S. Immigration and Customs Enforcement Office (ICE). Please contact the Baylor International Student and Scholar Services Office at 254.710.2657.
- d. **VA benefits:** Dropping below 12 *applicable* degree hours may reduce your benefit payments or cause you to repay benefits. Contact the Veteran Services division of the Office of the Registrar at 254.710.8241.
- e. **Membership in a student organization:** See the Undergraduate Catalog and contact your student organization sponsor concerning how the drop will affect your membership.
- f. **Insurance:** You or your parent/guardian may have insurance that requires minimum course enrollment.

4. Before you decide to drop a course, you will also want to check on the following:

- a. The refund schedule and drop/add fee listed on the Baylor website at <http://www.baylor.edu/sfs/droprefunds>.
- b. Pre-professional program information at:
Prehealth: www.baylor.edu/university_advisement/dropprehealth
Prelaw: www.baylor.edu/prelaw/b4udrop

By signing below, I confirm that I have read this form in its entirety and agree to drop the courses approved by my advisor. I understand that I am responsible for all potential implications that may result from dropping a course.

Student's Signature: _____

Date: _____

Professor's Signature: _____
(if required by Academic Advisor)

Date: _____

Academic Advisor's Signature: _____

Date: _____

Dean's Signature: _____
(if required by Academic Advisor)

Date: _____