

# 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 [Student Financial Services](#) if you have questions about this.

\_\_\_\_\_ Undergraduate Course Repeat Policy  
a) A student can only attempt any one course up to three times. A "W" counts as an attempt.  
b) Students who receive a grade or a "W" notation cannot take this course at another university.  
c) 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. **Student Financial Services:** Please contact [Student Financial Services](#) to determine how the drop could affect financial aid or scholarships.
- b. **Living on campus:** Students who drop below 12 hours must contact Campus Living and Learning to notify their office and ensure there are no complications: [living@baylor.edu](mailto:living@baylor.edu) or 254-710-3642
- 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 [International Student and Scholar Services](#) before submitting this form.
- 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 [VA\\_Benefits@baylor.edu](mailto:VA_Benefits@baylor.edu) or 254-710-8870.
- 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: <https://prehealth.web.baylor.edu/>  
Prelaw: <https://prelaw.web.baylor.edu/>

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***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:** \_\_\_\_\_