Office of the Registrar
OnBase Withdrawal Workflow

Submitting a Withdrawal Form

Student Submission
A Undergraduate student may submit a withdrawal request here:
https://www.baylor.edu/case/index.php?id=978325
A GPE (online) student may submit a withdrawal request here:
https://www.baylor.edu/professionaleducation/index.php?id=970304

Staff Submission
A Staff member may submit a withdrawal request through OnBase:
1. Login to OnBase: https://onbase.baylor.edu/OnBase/login.aspx
2. Click on the 3 lines beside “Document Retrieval”
3. Select “New Form”
4. Select “OR-Student Withdrawal Request”
5. A New Form will generate, and Withdrawal Type and Student ID will need to be entered. Once the student ID is entered, the rest of the data will automatically populate. A staff reason will also need to be selected. Note: Preferred Phone and Email is optional.