

**St. Andrews University**  
 (A Branch of Webber International University)  
**Course Withdrawal Form**

Today's Date: \_\_\_\_\_

Semester: \_\_\_\_\_

Step 1

	<b>Last Name</b>	<b>First Name</b>	<b>Initial</b>
Student's Name (print): _____			
Student's Signature: _____			
Military Student?    Yes _____    No _____			

Step 2

Course Dept. & No. _____		Section _____	Title _____
Number of Credits Prior to the withdrawal _____	Number of Keiser, SAOnline, and/or Sandhills Course credits currently registered for		
Number of Credits After the withdrawal _____			
Instructor's Signature _____		Grade _____	
Academic Advisor Signature _____			

Step 3

Will this action result in less than 12 credits?    Yes \_\_\_\_\_    No \_\_\_\_\_

If yes, you must have the approval of the Associate Dean of Academic Affairs (LA 133).

Are you a student athlete?    Yes \_\_\_\_\_    No \_\_\_\_\_

If yes, you must have this form signed by the NAIA Compliance Officer.

Athletic Director Elizabeth Burris (PE Building) or Dean of Student Affairs Elizabeth Hernandez (Belk Building)

NAIA Compliance Officer Signature: \_\_\_\_\_    Date: \_\_\_\_\_

Step 4

Registrar's Office (LA 133): _____	Date: _____
Although course withdrawals do not affect your GPA, <u>withdrawn courses will remain on your academic record and student schedule.</u> Be aware that any change in credit level may have financial and/or other implications.	

**THE WITHDRAWAL PROCESS IS NOT COMPLETE UNLESS THIS FORM IS SIGNED BY: YOUR ADVISOR, THE INSTRUCTOR, THE NAIA COMPLIANCE OFFICER (if appropriate), and then SUBMITTED TO THE REGISTRAR'S OFFICE.**